

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
HOUSING CHOICE VOUCHER PROGRAMS

Completing the Waiting List Pre-Application for Homeless Applicants

Note: This process should only be followed after the applicant has been verified as homeless using MSHDA's Homeless Preference Pre-Application Checklist.

Website: <https://webapp.mshda.cgi-bps.com>

1. Enter the applicant's Social Security number twice.



Please enter your SSN twice to get started:

Agent Use Only

2. Enter the assigned code for the county you have selected in the "Agent Use Only" box.

This code must be entered in order for the homeless preference to be assigned to the applicant.



Please enter your SSN twice to get started:

Agent Use Only

3. Click the Continue button.

If there are any errors in what has been selected or entered, the error will be explained in red text on the page. These errors must be resolved before moving forward.



Please enter your SSN twice to get started:

Agent Use Only

4. After clicking Continue, you will be taken to the Pre-Application.

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HOUSING CHOICE VOUCHER PRE-APPLICATION

5. Fill in the Pre-Application items #1 – #14.

The email address is not required, but it is preferred if it is available.

6. Local Preferences (item #15) – **Select Yes.** Yes must be selected to grant the homeless preference.

The screenshot shows the "Local Preferences" section. It includes the instruction: "Please fill out these last questions. They apply to ANY member of the family." Question 15 asks: "Does the applicant live or work in Alcona County and meets the definition of homeless as defined by MSHDA?". To the right of the question is a dropdown menu with "Please Select" at the top, and "Please Select", "Yes", and "No" as visible options. A red arrow points to the "Yes" option, which is highlighted.

7. Complete the three certifications. The applicant must be notified of these certifications.

The screenshot shows the "Certification of Information" section. It begins with a warning: "WARNING: TITLE 18, SECTION 1001 OF THE UNITED STATES CODE STATES THAT A PERSON IS GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES AND SHALL BE FINED NOT MORE THAN \$10,000 OR IMPRISONED FOR NOT MORE THAN FIVE YEARS OR BOTH." Below the warning are three checkboxes, each followed by a certification statement:

- ☐ I understand that any misrepresentation of information or failure to disclose information requested in this application may disqualify me from consideration for admission or participation and may be grounds for eviction or termination of assistance.
- ☐ I do hereby certify that the above information is true, accurate, and complete to the best of my knowledge.
- ☐ I understand that it is my responsibility to keep my application information current with the Michigan State Housing Development Authority. (All information must be provided to the Michigan State Housing Development Authority in writing or through Applicant Portal).

8. If the applicant has a specific person or caseworker that assists them with paperwork and communication other than the HARA placing them on the waiting list; that person's contact information should be entered into the supplemental contact form. If there is not a specific person assisting the applicant with these tasks, check the box to not provide this information.

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Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants	
SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING	
Optional Contact Person or Organization: You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require.	
You are not required to provide this contact information.	
<input type="checkbox"/> Check this box if you choose not to provide the contact information and click the "Complete Application" button	
Name of Additional Contact Person or Organization:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/> Michigan <input type="text"/>
Telephone No:	<input type="text"/>
	Cell Phone No: <input type="text"/>
E-Mail Address (if applicable):	<input type="text"/>
Relationship to Applicant:	<input type="text"/>

9. Click the Complete Application button once all the data is entered.

If there are any errors in what has been selected or entered, the error will be explained in red text on the page. These errors must be resolved before moving forward.

10. If the application has been processed without error, the confirmation page will be shown. This page will only be shown for two minutes.

The page must be printed within this two minute period. A copy of the confirmation page should be supplied to all applicants. The page cannot be recreated.